
NAFSA: Association of International Educators
Trainer Corps Volunteer Position Description

Role: Core Education Program Workshop Trainer

Last Updated: June 2016

Description: Trainer Corps training teams are generally made up of 2-4 workshop trainers who deliver the NAFSA Core Education Program (CEP) Workshops, using a standardized workshop curriculum and incorporating best training practices based on adult learning theories, which engage participants all throughout the learning process. The NAFSA CEP Workshops can be offered at any point throughout the year as requested by workshop organizers.

Functions and Responsibilities:

- Collaborate with the designated Lead Trainer and team in the planning, preparation, delivery, and feedback of a specific NAFSA CEP Workshop offering.
- Participate in all pre-workshop planning sessions as organized by Lead Trainer via virtual platforms, conference calls, and at the workshop location to ensure the highest quality workshop experience.
- Participate in a debriefing session with the workshop team after workshop delivery.
- Provide lead trainer with feedback on CEP curriculum.
- Promote and professionally represent the NAFSA Core Education Program and Trainer Corps.

Time Commitment Trainers participate in a series of coordination meetings and calls with their Lead Trainer and other training team members. Individual time to review CEP materials and practice assigned sections is required. Workshop trainers must arrive at least an hour before the workshop begins, participate in the entire workshop delivery and remain for the team debrief.

Term of Service: One workshop delivery cycle.

Rewards:

- Enhance your training delivery skills.
- Contribute your expertise to the field of international education.
- Work with professionals from a variety of places and backgrounds to deliver a professional product.
- Represent NAFSA's Trainer Corps and promote the NAFSA Core Education Program

Support:

- NAFSA staff will ensure access to CEP curriculum materials and training planning resources.

Cost Reimbursement for Training Delivery:

- At the Annual Conference: half-day lodging and full-day per Diem.
- Per Diem at other venues is at the discretion of the workshop organizer.

Qualifications:

- Current Trainer Corps member.
- Expertise in CEP Workshop content area.

Selection:

- CEP Workshop trainers are selected by Lead Trainers, according to each Trainer Corps member's profile. Each Trainer Corps member self reports the workshops he or she has the content expertise to train, which is verified by the Application Review Team and/or Trainer Corps leadership.